

MARICOPA COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MINUTE BOOK

August 19, 2002

The Board of Directors of the Library District of Maricopa County, Arizona, convened at 1:00 p.m., August 19, 2002, in the Supervisor's Conference Room, Tenth Floor, 301 W. Jefferson, Phoenix, Arizona, with the following members present: Don Stapley, Chairman; Fulton Brock, Vice Chairman; Andy Kunasek, Max W. Wilson and Mary Rose Wilcox. Also present: Fran McCarroll, Clerk of the Board; Alma Hernandez, Administrative Coordinator; David Smith, County Administrative Officer; and Paul Golab, Deputy County Attorney.

DISCUSSION: LIBRARY DISTRICT STRATEGIC PLANNING

Item: The Library District Board of Directors met to consider strategic planning for the Library District.

Harry Courtright, Director of the Library District, presented a packet of materials outlining the Library District's mission statement developed by the staff and administration of the District that declares:

"The mission of Maricopa County Library District is to provide access to a wealth of informational and recreational resources for people of all ages and backgrounds so that they may have the opportunity to expand their horizons through reading and learning."

Although this mission statement was never officially adopted by the Board of Directors, it has served as the "Managing for Results" mission statement.

The primary service areas for the Library District are the unincorporated portions of Maricopa County. Three library branches serve these areas, located in Aguila, Laveen, and Sun Lakes, Arizona. The bookmobile service also operates in these and other unincorporated areas.

Mr. Courtright explained that the Library District partners with nine cities to operate libraries in those communities. The Library District also participates in a Reciprocal Borrowing Program with eleven independent libraries throughout Maricopa County. In response to questions from the Directors about this program, Mr. Courtright explained that cities may enter into an agreement with the Library District that entitles those cities to be paid \$20 for every library user who is not a resident of their community. All of the libraries in the County, with the exception of the Glendale and Desert Foothills libraries, participate in the program. Desert Foothills is anticipated to join the program in the near future.

Some members of the Board of Directors had concerns about the operation of this program. Mr. Courtright commented that the program was implemented prior to his arrival at the Library District, however, it does serve to equalize costs and services.

Mr. Courtright reviewed four current projects:

El Mirage Branch Library

New Building Size:	2,000 square feet
Projected Opening Date:	January, 2003
Current Operating Budget:	\$121,000
One-time New Expenditures:	\$10,000
On-going New Expenditures:	\$38,000

The El Mirage Branch Library currently operates in a shared-use facility. However, funds have been earmarked by the city to renovate a vacant 2,000 square foot building (originally built as a Head Start facility)

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for an anticipated opening in January 2003. The on-going costs would cover additional staff for the slightly larger facility and additional materials.

Sun Lakes Branch Library

New Building Size:	6,050 square feet
Projected Opening Date:	May, 2003 (10-year lease)
Current Operating Budget:	\$189,000
One-time New Expenditures:	\$25,000
On-going New Expenditures:	\$10,000

The Sun Lakes Branch Library, in unincorporated Maricopa County, currently operates in a rented facility at a rental cost of approximately \$55,000 annually. The Sun Lakes Foundation has been actively raising funds to acquire land and construct a 6,000 square foot building. The \$25,000 one-time expenditure would include costs for telecommunications changes, moving expenses and furniture. However, on-going costs would only exceed the current operating costs by \$10,000, because the rent expense would be eliminated and a portion of the savings would be used to hire additional staff. Mr. Courtright commented that the Library District is in lease negotiations with the Sun Lakes Foundation for a 10-year lease at a cost of \$1 per year.

Gavilan Peak Branch Library

New Building Size:	To be determined
Projected Opening Date:	July, 2004
Current Operating Budget:	\$ -0-
One-time New Expenditures:	\$1.5 million
On-going New Expenditures:	\$900,000 (estimated)

This library will be located within the Del Webb community of Anthem. The initial plan was to remodel the Welcome Center into a 7,000 square foot library; however, Del Webb altered the agreement by keeping the Welcome Center and compensating the Library District \$400,000 for the value of the building. Since the Library District Board has a policy not to own library buildings, the Library District is negotiating with the Deer Valley School District to operate a public library at a new high school to be built in Anthem. The proposed library would be 23,500 square feet, approximately 9,500 square feet larger than normal school libraries and the Library District would pay for the additional square footage and furnishings. The library building would be leased for \$1 per year on a 5-year lease basis, and the school district would own and maintain the building.

The operating costs for the library would be approximately \$400,000. Director Kunasek expressed his concern over this cost as compared to the operational costs of other similarly sized libraries, and was under the impression that the school district would pay operating costs and Maricopa County would pay for an incremental level of service. Mr. Courtright stated that the school district would pay for their own librarian, supplemented by teachers. The Library District would be responsible for maintaining the library open during workday evening hours and on Saturdays. Although most regional libraries are opened on Sundays, this particular library would not be.

Southwest Regional Library (located in Avondale, Arizona)

New Building Size:	To be determined
Projected Opening Date:	January, 2004

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Current Operating Budget: \$ -0-
One-time New Expenditures: \$ -0-
On-going New Expenditures: \$1,000,000

Mr. Courtright stated that an intergovernmental agreement has been negotiated with the City of Avondale for this project, which is similar to the Northwest Library project in Surprise, Arizona; however, Avondale has requested an earlier completion date (in 2004) than the Library District's original projection of 2007. The project would include a 20,000 square foot library and a 3,000 square foot meeting room. Operational costs are anticipated at \$1 million annually, with no up-front costs.

Director Kunasek asked whether the City of Avondale would assume operation of the library at the end of the 10-year agreement. Mr. Courtright responded that all of the intergovernmental agreements are basically written alike and include provisions for renewal. Some agreements, however, have provisions for disengagement by the County when the community reaches a certain population level.

Discussion ensued about the location of the project and Director Wilcox explained that the City of Avondale ultimately decided the location of their city complex where the library will be built.

Following the overview of pending projects, Mr. Courtright reported that a 10-year forecast of proposed projects showed that the Library District would not be able to financially execute all of the projects, therefore, three possible alternatives were discussed:

1. Postpone the construction of a new library administration building that had previously been appropriated by the Board of Directors, as well as all new projects, except for the El Mirage and Sun Lakes libraries since the costs to the Library District would be minimal;
2. Proceed with El Mirage and Sun Lakes libraries, reduce the Gavilan Peak project, modify the Avondale project, postpone other projects, cancel the planned library administration building altogether, but remodel the North Central Library to more efficiently use space.
3. Postpone all projects and revamp the philosophy and process by which the Library District and communities partner.

Chairman Stapley asked for a brief history of the Library District. Bill Scalzo, Chief Community Services Officer, explained that the District was created to serve the large pockets of unincorporated areas throughout Maricopa County whose residents had not been served or were under-served.

Director Wilcox interjected that she recalled Valley cities being upset about the creation of the Library District because library services would be made available to areas with populations of less than 50,000, and some towns and cities did not have the resources to compete. To rectify the problem, the Reciprocal Borrowing Program was created as a compromise.

Mr. Scalzo continued stating that an effort was made to improve the relationship with the cities and towns, thereby implementing the Reciprocal Borrowing Program. Another library service solely provided by Maricopa County is the Bookmobile program, and although it is costly, it is the only means for some County residents to have any type of library service. Mr. Scalzo admitted that although the Library District operates the most efficient library service of any of the cities or towns, strategic changes may be in order to ensure services for another ten to fifteen years.

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In response to Chairman Stapley's question about which option was most recommended by the Library District, Mr. Courtright stated that the District was merely outlining the options, but believes that canceling the construction of a new administration building was the best idea. He also stated that the Library District has been discussing partnership possibilities with the City of Phoenix and the Maricopa County Community College District for the operation or partial use of the North Central Regional Library.

Director Brock suggested that, since regional libraries could eventually end up in city limits when cities decide to annex land, consideration should be given to possibly reverting these facilities to those cities. He also suggested that the Library District should consider utilizing modular buildings instead of permanent ones.

Mr. Courtright discussed possible changes to the Reciprocal Borrowing Program that would allow the Library District to also benefit from the program. He concluded by adding that although there are proposals for several projects, funds are not available to do them all.

Director Wilcox suggested that comments should be solicited from some of the larger communities in the county about restructuring the current Library District system.

Mr. Scalzo reiterated that the Library District is seeking direction from the Board of Directors, and proposed that perhaps only the El Mirage and Sun Lakes projects should proceed, but other projects should be tabled.

Director Kunasek inquired as to what sort of remodeling could occur at the North Central Regional Library that would generate the projected \$500,000 annual savings. Mr. Courtright explained that the library was designed to be the main central library with eight public service desks. Since then, it has been scaled down to three desks and has a large amount of underused space. Remodeling would consist of reconfiguring the space for more efficient use and possible rent or lease of excess space.

Director Wilcox' final comment was that she did not support postponing IGA's for over a year. Director Wilson stated that he supported suspending projects for further review, but did not support a year's delay.

Chairman Stapley summarized that the Board of Directors agrees to move forward with the El Mirage and Sun Lakes agreements, postpone the construction of an administration building and any other projects until further notice. The North Central Library remodeling suggestion should be further reviewed by Director Kunasek and his findings should be reported back to the other Board members.

Chairman Stapley then requested comment by David Smith, County Administrative Officer, who stated that these discussions are necessary because the County should not over-commit to projects that cannot be sustained by the flat tax rate. There was a brief discussion about what capital improvement project fund motions were previously voted upon, and it was agreed that those CIP funds would remain available for the Library administration building project, but will not be expended.

MEETING ADJOURNED

There being no further business to come before the Board, the meeting was adjourned.

Don Stapley, Chairman of the Board

ATTEST:

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Fran McCarroll, Clerk of the Board